

# Kristen Fahy, Ed.M.

761 E. Orange Grove Blvd, Pasadena, CA

(973) 908-0798

kristenfahy@yahoo.com

---

## EDUCATION

### **Rutgers University**

New Brunswick, NJ

2010-2015

Master's Degree in Physics Education

Bachelor's Degree in Physics

## WORK EXPERIENCE

### **Staff Assistant II**

Pasadena, CA

NASA Jet Propulsion laboratory

2017-2019

- Main administrative assistant for three groups within the Earth Science division.
- Successfully found solutions and multitasked a large volume of miscellaneous requests while communicating daily with scientists.
- Gained extensive knowledge of NASA policies and procedures, including badging, travel, expense reporting, P-card, IT services and more.

### **High School Physics Instructor**

Orange, NJ

Orange Preparatory Academy

2015-2016

- Acquired strong communication, time management, and organization skills by teaching, evaluating, and managing over 120 students throughout the school year.
- Daily lesson planning and implementation of engaging lessons, student assessments and grading for high school students.

### **Rutgers Physics Laboratory Assistant**

New Brunswick, NJ

Rutgers University

2012-2014

- Worked hands on with various laboratory grade scientific equipment and developed or modified materials to use during physics and astronomy demonstrations.

## RESEARCH EXPERIENCE

### **STAR Fellowship**

Pasadena, CA

NASA Jet Propulsion Laboratory

2015-2016

- Successful completion of two-year research project taking large amounts of exoplanet parameter data from telescope archives and completing a graphical analysis for future planning of spectroscopic telescope missions.

## PROJECT EXPERIENCE

### **Linkages in the Earth System Science Initiative**

2018-current

- Worked on three different SRTD team projects (Air Quality Technology Development; Sea level and Hydrosphere Research; Volcano and Fault Slip Modeling) that together make up the initiative.
- Created, implemented and managed a JPL Wiki site for each project including budgets, task plans, meeting notes, and action items.
- Worked with the group supervisors for each project to formulate objectives and requirements.

## PROFESSIONAL TRAINING

**Academy of Program, Project & Engineering Leadership (APPEL)** - Completed 25 hours of training for each of the following courses:

- Requirements Development and Management
- Lifecycle, Processes & Systems Engineering

## SKILLS

- Proficient in HTML, CCS and WordPress webpage design
- Basic programming skills in Python language
- Proficient in Confluence WIKI and JIRA project management tools
- Experienced in Microsoft Office products such as Word, Excel, Powerpoint, EndNote, OneNote, etc.